



EVERY CHILD. EVERY SCHOOL. EVERY DAY.

August 23, 2019

Rayven Calloway, Head of School  
Audrey Woods, Board Chairman  
Mary D. Coghill Charter School  
4617 Mirabeau Ave.  
New Orleans, LA 70126

Re: Notice of Non-Compliance, Level 2 – Special Education

Dear Ms. Calloway and Mrs. Woods,

I am writing to inform you that Mary D. Coghill Charter School (“Coghill”) is receiving this Notice of Non-Compliance, Level 2 for Special Education.

On July 29, 2019, the Portfolio Innovation and Accountability (“PIA”) Office received a parent concern regarding a student not receiving their related services per the student’s Individualized Education Program (IEP). The PIA team conducted an on-site review of the specified student’s special education file, including the related service logs and service minutes. The review confirmed the parent’s concern.

This finding prompted an in-depth review of other special education students’ files by the PIA and School Support and Improvement teams on August 8, 2019. Based upon our review, we observed patterns of systematic and student-specific non-compliance that included unaddressed gaps in service minutes and inconsistent or missing documentation of services provided in accordance with the students IEP.

It is determined that Mary D. Coghill did not provide a free appropriate public education (FAPE), including not providing appropriate services under an IEP, which is both a violation of federal and state law. Coghill is also not in compliance with its legal obligations regarding supporting students with disabilities, per the Individuals with Disabilities Education Act (IDEA) Part B, as identified in the Charter Operating Agreement.

To address this non-compliance concern, Coghill will need to successfully complete the following:

1. Review all active special education files to ensure they contain the following, by August 30, 2019:
  - a. Service logs that are up-to-date for all academic and related service provisions.
  - b. IEPs have required signatures.
2. Review procedures in place for the documentation and monitoring of all service provisions. Provide NOLA-PS with this written procedure by September 6, 2019.
3. Convene IEP Team meetings no later than September 13, 2019, inclusive of all required team members, to determine appropriate compensatory services for the following students:
  - a. K.R. (DOB: [REDACTED])
  - b. M.T. (DOB: [REDACTED])
  - c. C.S. (DOB: [REDACTED])
  - d. A.K. (DOB: [REDACTED])
  - e. J.G. (DOB: [REDACTED])
  - f. J.B. (DOB: [REDACTED])
  - g. T.W. (DOB: [REDACTED])
  - h. C.L. (DOB: [REDACTED])
  - i. A.O (DOB: [REDACTED])

CC: Dr. Henderson Lewis Jr, Superintendent



4. Submit to NOLA Public Schools ("NOLA-PS") no later than September 20, 2019:
  - a. A summary of the IEP Team meetings including the school's plan for providing appropriate compensatory services for each area of need that details the time, location, service providers, and any other relevant information pertaining to such providers for each of the students listed above in #3,
  - b. Copies of the compensatory service letters signed by the parent documenting notification of services, the time required, and whether or not the parent has accepted the offer of services for all the students listed above in #3.
5. Note that all compensatory services are at Coghill Charter's sole expense.

We look forward to your compliance by the determine timelines outlined in this correspondence. Failure to respond to these remedies may result in escalated consequences, including, but not limited to, additional intervention, reduction in charter term upon renewal, or revocation of your charter contract with Orleans Parish School Board. Please contact Gayla Robbins Mair at [gmair@nolapublicschools.com](mailto:gmair@nolapublicschools.com) with any questions that you may have regarding this letter.

This Notice of Non-Compliance, Level 2 will remain open until all of the above requirements are satisfied.

Yours in Education,

A handwritten signature in blue ink that reads "Kelli R. Peterson".

Kelli R. Peterson, Ed.D.  
Chief Portfolio Innovation & Accountability Officer